

**City of Auburn
Technology Commission
Auburn City Hall
1225 Lincoln Way, Auburn, CA 95603
Phone (530) 823-4211**

MINUTES OF AUGUST 9, 2012

Commissioners Present

Richard Owens, Chair
Paul Mercurio, Vice Chair
George Preston, Member
Teresa Schredl, Member
Randi Swisley, Member

Absent

Glenn Tonkin, Member

Auburn City Staff Present

None

Call to Order

Commissioner Owens called the meeting to order at 4:38 pm. It was noted that a quorum of members was present for the meeting.

Public Comment

None

Approval of Meeting Minutes

Minutes of the July 17, 2012 meeting were not available so the group unanimously agreed to review and vote to approve these minutes at the next meeting.

Action – Schredl to submit minutes for approval at next meeting.

Old Business

Technology Commission Work Plan - Commissioners Owens summarized plans to attend City Council meeting on Monday to ask for approval of the Staff Report recommending Mahogany for the phone system. Commissioners agreed there is a need to confirm all data lines in City Hall and Police Station buildings are labeled correctly. In anticipation of approval of the Staff Report on Monday, Commissioners agreed to have a special meeting before the next regular meeting to prepare for implementation of the plan. Owens stated the need to get guidelines on how to design auto attendant from users and Commissioners agreed.

Action – Owens will resend latest control sheet to ensure all members have the latest information.

Action – Schredl will contact Shari to get keys to the building so she and Swisley can confirm data line levels on Saturday.

Action – Need to add 3 voicemail only mailboxes for Fire Department.

New Business

Commissioners agreed to schedule a special meeting to discuss new software upgrades for the city, possible impacts for new phone system and new email requirements.

Action – Owens to reserve Room 10 for special meeting.

Other Business

None.

Information and Announcements

None.

Date and Time of Next Meeting

Special Meeting: Wednesday, August 15, 2012, 4:00 pm. Room 10, City Hall

Regular Meeting: Thursday, September 13, 2012, 4:30 pm. Room 10, City Hall

Adjournment

Meeting was adjourned by acclamation at 5:41 pm.

APPROVAL ATTESTED TO:
Richard Owens, Chair, Technology Commission